Creative Reuse Center Associate Job Description

Application Deadline: Open until filled.

Clever Octopus Inc.’s Mission Statement
Clever Octopus Inc. is a nonprofit organization dedicated to fostering creativity and environmental awareness through art, science, technology, engineering, and math. Our multi-tentacled approach includes the Clever Octopus Creative Reuse Center and the Octopod mobile outreach vehicle. Through these projects, Clever Octopus aims to create future leaders in art and science. The Clever Octopus Creative Reuse Center is a resale warehouse for reclaimed materials and industrial offcuts as well as a creative space for community members to create with these materials in an environment that promotes creativity. Materials will be collected from local businesses, companies, industries, labs, and residents.

Overview
Shop Associates provide exceptional customer service while accurately processing sales transactions on cash registers, merchandising and selling retail products, and processing and pricing donations. Team members will be working closely with guests, building relationships of trust, and helping them to have a memorable experience. Shop Associates promote retail sales through product knowledge, general merchandising, and guest service.

Primary Responsibilities Include:
● Serve guests with exceptional customer service
● Correctly and accurately operate a cash register
● Ability to work in a nonprofit ever-changing retail environment
● Stock displays, general cleaning
● Donation Processing, lifting up to 50 lbs
● Pricing
● Ability to Check Emails and Slack (a messaging app)
● Ability to work independently, be flexible, and manage multiple priorities.
● Work well in a team-oriented environment and maintain harmonious relationships.
● Proficient computer skills, especially using an iPad and Google Suite of applications.
● Work in a team environment with minimal supervision.
● Provide exemplary customer service at all times

Personal Qualifications:
● Must be 18+
● The candidate has a commitment to developing leaders and coalition building.
● Strong commitment to social change through community empowerment and the arts.
● Personal values align with the vision and values of Clever Octopus
● Must have knowledge of Arts and Crafts, especially retail value of such products
Physical Requirements & Work Environment:
- Must be able to drive a motor vehicle or have access to reliable transportation.
- Must be able to stand for long periods of time.
- Must be able to bend and crouch, lift up to 50 pounds.
- Must be flexible working in a fast-paced, non-profit environment.

Schedule:
- The position is expected to work 10-25 hours weekly.
- Candidates must be open to working a flexible schedule, including some evenings and weekends.
- Must be able to help cover shifts if needed.
- Monday through Saturday availability is preferred. Our shop shifts fall between 9:30 AM to 7 PM. (subject to change to 8:30 PM)

Wages & Benefits
- $9/hr for 3 months training period, after 3 months you will be reviewed and given a raise to $10 if applicable.
- $15 Monthly stipend for CRC use.
- Free Membership (10% discount and perks).
- 50% Discounts on classes and workshops.

Application Information
- Visit http://www.cleveroctopus.org/join-our-team and fill out our application for the Creative Reuse Center Associate Position.
- Send resume to crcmanager@cleveroctopus.org.
- Include in the subject line of your email the title of the position in which you are applying.
  No calls, please.

Additional Information
The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job. Clever Octopus provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, gender identity, sexual orientation, disability or genetics. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.